



**EXAMINATION OF A USE OF THE COMMONWEALTH'S
INFORMATION TECHNOLOGY RESOURCES
FOR NON-PUBLIC PURPOSES**

**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
WWW.KYAUDITOR.NET**

**144 CAPITOL ANNEX
FRANKFORT, KY 40601
TELE. (502) 573-0050
FAX (502) 573-0067**

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Edward B. Hatchett, Jr.
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November 30, 2000

Aldona K. Valicenti, CIO
Steve Dooley, Deputy CIO
Governor's Office for Technology
702 Capitol Avenue
Frankfort, Kentucky 40601

RE: Improper use of Commonwealth resources

Dear Ms Valicenti and Mr. Dooley:

It came to the attention of our office that two websites listed on a web server in the Governor's Office for Technology (GOT) were of a non-public nature. We initiated an examination to determine whether the web sites are appropriate in light of GOT's mission, and to determine whether the Commonwealth's IT resources are dedicated exclusively to the public interest.

The results of the GOT examination are presented in the following report. We wish to thank the staff of GOT for their cooperation during the course of this examination.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

EBHJr:kct

**Finding and
Recommendation**

**Information technology
resources should be
used for public
purposes**

The Governor's Office for Technology (GOT) provides leadership and technical support to all executive agencies of state government in the application of information technology. The mission statement of GOT is "[t]o work in partnership with state agencies in meeting the needs of Kentucky's citizens by addressing business problems and opportunities through the effective use of information technology and services."

It came to the attention of our office that domain names on a GOT web server for two internet web sites were non-public in nature and did not promote the objective of meeting the business and opportunity needs of Kentucky's citizens. Specifically, one listing was for a physician in Louisiana, while the other listing was for a high school alumni page. Our examination revealed that the physician's listing, for the brother-in-law of a GOT employee, reserved a domain name for a web site that was not housed on a GOT web server. The high school listing linked to a web site housed on the GOT server, and offered space to host web sites for external users at no charge (see exhibit). Both of these sites listed a GOT employee as the technical contact person.

Our office met with members of GOT management to discuss this issue. GOT management then presented the employee with the information related to the two sites. The GOT employee acknowledged responsibility for placing both the high school web site and the physician's site domain name on a GOT web server. The employee stated that the high school site was used to test new software and was not used for commercial purposes. Additionally, in order to reserve a web site domain name that the physician wanted to use for a future web site, the GOT employee housed the name on a GOT web server until a web site for the registered domain name could be developed and established on a private server. The employee mentioned that he had previously informed his supervisor about the existence of the sites. This information was confirmed by the employee's supervisor.

GOT reminded the employee of the responsibility of all state employees to use state resources exclusively for public purposes. GOT also noted the existence of GOT-F015, *Acknowledgement of Responsibility*, a document required to be signed by all GOT employees upon employment. The GOT-F015 form includes a statement that GOT employees “shall not make any data from the Commonwealth of Kentucky, either in electronic form or in the form of any computer input/output media, available for use or for the benefit of any other party, without expressed written consent from the Commonwealth of Kentucky, in accordance with Section 11.30 of the GOT Security Manual.” A signed GOT-F015 for the employee, however, could not be located by GOT’s Human Resources personnel. Thus, documentation of the employee’s knowledge of these requirements could not be substantiated.

Recommendation

We recommend that GOT remind its employees that technology resources are to be used to perform public responsibilities and are not for non-public or personal use. Sites established to test web applications should reflect fidelity to the Commonwealth’s business model and should not be personal in content. GOT should periodically scan sites on its web servers to ensure that all sites fulfill GOT’s mission and purpose. Further, GOT should ensure that a signed *Acknowledgement of Responsibility* document is on file for each employee.

Agency Response

GOT intends to have all staff sign a GOT-F015 form, *Acknowledgement of Responsibility*, to re-affirm their responsibility to use state resources exclusively for public purposes as opposed to non-public or personal use. The form is currently being reviewed by legal representatives within the Personnel Cabinet. After the form has been reviewed, all GOT staff will be required to sign the GOT-F015.

A process will be established where GOT will periodically scan sites on its web servers to ensure that sites are appropriate.

EXHIBIT

City High Flash Homepage!



Welcome to CityHighFlash.com!

We are just beginning, and need your help. Do you have any City High memorabilia?--Memories?--Notices? We want it all!

Got photos? Scan your old pictures and mail them to them here on the site.

We'll post

Planning an reunion? Let us know about it. We would be happy to give you space here for free.

Virtual Get-togethers? Let us know where you are, what you're up to, and your E-mail address for our upcoming alumni directory. Or if you are looking for someone in particular, we'll post a '**HEY, WHERE ARE U**' listing for you. Forget those other reunion sites. They want your money--we want your company!

So be sure to check out what we've got so far, a Message Board, an Alumni Registration Area, and a few Pictures

- The [alumni directory so far](#)

